

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division.

3. Dept., Division, Subdivision & Administering Office Address General Manager's Office Division of Intergovernmental Relations 100 Peachtree Street, N.W. 1300 Equitable Building			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY - 2 1975 75-128 MAY 14 1975			
4. Person to Contact Juanita Spivey		5. Working Title Executive Secretary I		6. Telephone No. 586-5053		
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series 1972-Present		9. Exact Series Title General Manager's Subject Files - Intergovernmental Relations				
10. What is the function of the office in which this record series is created? The Division of Intergovernmental Relations establishes, maintains and monitors the Authority's contacts and relations with various agencies and officials at the local, state, regional, and federal levels.						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to: contacts between various federal, state, and local government agencies and the Authority. Included are: letters, memos, reports, speeches, and related correspondence, legislation. File is arranged: alphabetically by subject and year						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied Letter-size File Drawers		No. of Drawers 2	Cu. Ft. of Records 4	Annual Rate of Accumulation 1 2		
Legal-size File Drawers				Floor Space Occupied (Square Feet) 7		
				This Year's 4	Last Year's 1/2	
				Preceding Year's 0	All Prior Year's 	
				AVERAGE DAILY REFERENCES 4 1/2 0 		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☒ ☐ Will there be a need for these records 10, 15 years from now? If yes, what? *possible historical*

24. REQUIREMENTS. The following requires the files to be kept *Perm* years: *possible*
- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☒ HISTORICAL VALUE
- *(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ Other

- ☒ Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☒ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved	Department Records Management Officer.	Date	Approved	Legal Counsel	Date
	<i>Manita Spivey</i>	<i>4-29-75</i>		<i>Wayne P. Crowder</i>	<i>5.1.75</i>
Approved	Division Head / Designee	Date	Approved	Division of Audit	Date
	<i>Manita Spivey</i>	<i>4-29-75</i>		<i>William V. Carasil</i>	<i>4.30-75</i>
Approved	Department Head / Designee	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Manita Spivey</i>	<i>4-29-75</i>			
Approved	Records Management Analyst	Date	Approved	Department of Archives and History	Date
	<i>Douglas M. How</i>	<i>4-29-75</i>		<i>Carroll Hart</i>	<i>May-14-75</i>